

# Yeovil Crematorium & Cemetery Committee



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The Meeting... **Yeovil Crematorium and Cemetery Committee**

The Time... **7.00pm**

The Date... **Wednesday 15 October 2008**

The Place... **Town House, 19 Union Street, Yeovil**

*The Committee will be discussing all the items listed overleaf*

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

*Alan Tawse*

Alan Tawse  
Clerk to the Committee

09 October 2008

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Please contact Alan Tawse at the Town House for more information about this meeting

**Yeovil Crematorium and Cemetery Committee**

**To: All Members of Yeovil Crematorium and Cemetery  
Committee**

J Vincent Chainey

Peter Dutton

Julian Freke (Vice-Chairman)

Dave Gooding

John Hann

Alf Hill

Ruth Kendall (Chairman)

David Recardo

Alan Smith

Barbara Strong

Clergy Representative – Rev Ed Bangay (Co-opted non-voting)

Funeral Director's Representative – Clive Wakely (Co-opted non-voting)

## A G E N D A

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meetings held on 16 July (previously circulated) and 4 September 2008 (attached herewith).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

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**Minutes** of a special meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Thursday 4 September 2008**

(1.00pm – 4.30pm)

**Present:**

Ruth Kendall	Chairman
Julian Freke	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Barbara Strong	Yeovil Without Parish Council

**Also Present:**

Alan Tawse	Clerk to the Committee
Mike Holliday	HR and Performance Manager

**(1) Minutes**

Confirmation of the minutes of the previous meeting held on 16 July 2008 as a correct record was deferred until the next meeting.

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**(2) Apologies for Absence**

Apologies for absence were received from Peter Dutton, Dave Gooding, John Hann, Hannah Lefeuvre, David Recardo and Alan Smith.

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**(3) Declarations of Interest**

There were no declarations of interest.

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**(4) Exclusion of Press and Public**

**RESOLVED:** that the press and public be excluded from the meeting for consideration of the following item in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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**(5) Staffing Matter**

The Committee considered and determined upon a staffing matter in accordance with the Committee's Disciplinary Procedure and Code for Employees.

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Chairman.....

#### 4. REVENUE AND CAPITAL BUDGET MONITORING 2008-09

##### **Purpose of Report**

To update members on the current position of the revenue budgets and the progress of the capital programme.

##### **Recommendation**

- The Committee are requested to note the position of the respective revenue budgets and reserves.

##### **CEMETERY – Revenue Budget**

<b>Cemetery Budget</b>	<b>2008-09 Original Budget £</b>
Expenditure	165,070
Income	(44,900)
<b>Net deficit</b>	<b>120,170</b>

##### **2008/09 Estimates**

Overall the budget is forecast to have an adverse variance of £3,880.

##### **Expenditure**

Within the adverse variance estimated above expenditure is expected to be overspent by £5,205 at year end.

There are variances on individual budget lines, the most significant are detailed below:

- **Salaries and Wages**
  - The salary budget is estimated to be overspent by £4,380; this is due to the unknown associated costs of Job Evaluation, the results of which was not known until July 2008. Therefore these costs could not be included within the original budget. This deficit will need to be funded from reserves at year end, when the overall transfer to the reserve is made.
- **Grounds Maintenance**
  - This budget is expected to have an adverse variance of £1,070, this is due to essential tree maintenance carried out during the year.
- **Purchase of Plant**
  - this budget is expected to be underspent by £1,400; this is following a review by the Cemetery Foreman as to equipment requirements for this year.
- **Equipment Tools and Materials**
  - This budget is currently showing an adverse variance of £1,600, which is due to the cost of archiving the Cemetery maps, as agreed by the

committee. This expenditure will be covered by a transfer of funds from the reserve.

## Income

Burial fee income is forecast to be slightly above budget by the year-end. Previous years trends indicate that 43% of total fee income is received by the end of quarter 2, forecasting the year-end income on this basis means that fee income of £43,420 is expected, which is £1,324 more than budgeted.

## Capital

The updated capital programme is attached detailing the amounts spent until the end of September 08. Ian Johns, Property Services Team Leader will give a verbal update at the meeting on the capital works.

## CREMATORIUM – Revenue Budget

<b>Crematorium Budget</b>	<b>2008/09 Original Budget</b>
	<b>£</b>
Expenditure	556,910
Income	(755,390)
<b>Net Surplus</b>	<b>198,480</b>

## 2008-09 Estimates

The net deficit is currently predicted to be £14,108.

## Expenditure

Overall an adverse variance of £6,490 is expected on the expenditure budgets by the year-end.

There are variances on individual budget lines, variances of more than £1,000 are detailed below: -

### **Agency Staff**

This budget is predicted to be overspent by £1,500, this is due to providing cover for staff shortages and long term sickness.

### - **Salaries and Wages**

- The salary budget is estimated to be overspent by £10,292; this is due to the unknown associated costs of Job Evaluation, the results of which was not known until July 2008, therefore could not be included within the original budget. This deficit will need to be funded from reserves at year end, when the overall transfer to the reserve is made..

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### **Overtime**

The is an estimated overspend of £4,510. This is due to a number of unforeseen staff shortages. However, this will be partly offset by savings accruing from the unavoidable delays in filling a post.

### **R & M Buildings – Non-Routine**

This budget is predicted to be underspent by £3,350, based on expenditure so far this year and predictions for the remainder of the year.

### **R & M Plant – Non-Routine**

This budget is predicted to be underspent by £4,000, based on expenditure so far this year, should no unforeseen problems occur in the second half of the year.

#### **- Energy Costs**

- The budgets are predicted to be overspent by £3,286; this is due to the current economic climate, which has resulted in an increase in electricity and gas charges.

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#### **- Microfiliming and Scanning**

- This expenditure relates to the electronic archiving of the burial registers as agreed by committee in January 2008. £6,873 will therefore be covered by a movement from reserve at year-end.

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#### **- Professional Fees**

- Medical referees costs are coded to this budget, the budget is expected to be underspent by £4,420 as a result of the lower than budgeted number of cremations.

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#### **- Memorial Tablets**

- As with the professional fees budget a favourable variance on this budget will partly offset an adverse variance on the fee income budget, the lower than budgeted number of cremations mean that this budget is expected to be £3,267 under spent.

## **Income**

Overall an adverse variance of £7,618 is expected on income.

Previous years trends indicate that 42% of cremation fee income is received by the end of quarter 2, forecasting the year-end income on this basis means that fee income of £716,783 is expected, which is £867 higher than budgeted.

Other fee income, which includes memorial rights and tablets is expected to be under budget, an adverse variance of £6,669 is forecast.

It should be remembered that we have no direct control over income levels, these figures are therefore only indicative.

## **Capital**

The updated capital programme is attached detailing the amounts spent until the end of September 08. Ian Johns, Property Services Manager will give a verbal update at the meeting on the capital works.

*(Paula Jeffery, Management Accountant – 01935 462271)*

## 5. CREMATORIUM CHAPEL

Due to the consideration being given by Members to extending the Chapel, and the recent replacement of the pews with chairs, the number of services that are well attended has been monitored for the past six months.

During this period 5.27% of services were large attendances. This is higher than the previous figure of 3.4% (reduced to 2.8% with the new seating) possibly due to a large number of younger persons' funerals. The percentage for each month varies from 3.38% in May to 7.31% in June. The monitoring of large attended services will continue so that members can be updated at future meetings.

The Committee may wish to revisit the costs and funding methods for Option 2 proposals for the Chapel extension (attached at pages 8 to 9) or they may wish to continue to monitor for another six months.

It is **RECOMMENDED** that the matter be noted, and the Committee decide whether they wish to proceed with the Option 2 proposal for the Chapel Extension and, if so, to consider the method of funding, or to continue monitoring the need for such an extension over the next six months.

*(Ian Johns, Property Management Team Leader – 01935 462579)  
(Tom Pullen, Operations Manager – 01935 476718)*

**PROPOSED CHAPEL EXTENSION, YEOVIL CREMATORIUM**

**OPTION**                      2

**Job Nr: 1104**

**14-Jul-08**

**Rev:**

**For South Somerset District Council**

**BUDGET COSTS FOR ALTERATION WORKS AS SSDC DRAWING 1140/08 DATED JULY 08**

<b>1) <u>Repositioning of stained glass screen</u></b>	<b>£105,000.00</b>
Removal of screen and associated surrounds	
Removal of timber wall to rear of organ	
Repositioning of radiator	
New electronically operated sliding folding partition incl floor and ceiling traps and steel support at head	
Refixing stained glass screen in new position including barrier to Chapel side and glass door as access between screen and external screen for maintenance	
<b>2) <u>Work to existing entrance doors and Chapel doors</u></b>	<b>£5,000.00</b>
Removal and adaption/rehanging of two pairs of doors to open other way	
Handrails and guards to protect the public	
<b>3) <u>Work to existing screen between Chapel and Staff facilities</u></b>	<b>£5,000.00</b>
Removal of screen and replacing with single sound proofed double glazed door	
New timber vertical slatted screen to remainder of opening	
<b>4) <u>Work to Sound Lobby</u></b>	<b>£18,000.00</b>
Removal of existing doors and side screens	
New pair double glazed doors	
New timber vertical slatted screen to remainder of opening	
New sound insulated screen to partition off from main waiting area	
<b>5) <u>Electrical work and new carpet to Extended Chapel</u></b>	<b>£10,000.00</b>
Sum for new lighting to extended Chapel area	
Adapting speakers and general wiring	
Replacement carpet to extended Chapel	
<b><u>TOTAL OF SCHEME 6 (exclusive of fees and VAT)</u></b>	<b>£143,000.00</b>
Add Consultant's Costs	<b>£7,150.00</b>
	<b>£150,150.00</b>
Add VAT	<b>£26,276.25</b>
<b><u>TOTAL OF SCHEME 6 (inclusive of fees and VAT)</u></b>	<b>£176,426.25</b>

### **Notes and assumptions - General**

- 1. All figures are based on 3rd Quarter 2008 levels**
- 2. We have had no input from Mechanical and Electrical Engineers or Structural Engineers when preparing these figures.**
- 3. The Crematorium will remain open as usual for the duration of all the works.**
- 4. A contingency/design risk of 10% is included in the figures.**
- 5. All works are assumed to be carried out at weekends to avoid disruption to the facilities.**
- 6. The stained glass window can be removed with the minimum of breakages.**
- 7. Preliminaries are included at 20% of the cost of the building works.**
- 8. Consultant's costs are included at 5%.**
- 9. VAT is included on all works, including Consultant's costs, at 17.5%.**

### **Exclusions**

- 1. Removal of Asbestos or other hazardous substances/materials from the existing building.**
- 2. Removal of contaminated soil from site.**
- 3. Diversion of underground drainage or services.**
- 4. Specialist equipment and services.**
- 5. Foundations to the new steel posts supporting the relocated stained glass screen.**
- 6. Redecoration of areas disturbed.**
- 7. Moving Client equipment.**
- 8. Inflation (Tender prices are currently rising at approximately 5 - 7% per annum)**
- 9. Statutory Authority fees and charges.**

6. **CEMETERY LODGE**

A verbal update will be given at the meeting on a number of proposed works identified during the July Committee inspection of facilities - to enhance public access into the Cemetery Lodge and to carry out various internal improvements and modernisation works.

*(Ian Johns, Property Management Team Leader – 01935 462579)*

Project	Replacement Year			Jun-08									
	Year 2	Spend to 30/09/2008	Committed 2008/09	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 10+	
	Budget 2008/09			2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17		
<b>External</b>													
Enhanced lighting	7,350					2,430			2,820				
Installation of Car Park CCTV		390											
Enhancement of paths/new paths	3,358			2,750	3,030		3,340		3,680		4,058		
External redecorations	1,145												
New front gates	2,610												
Replacement garages						32,210							
New paving to floral tribute area													
Green burials	39,000			40,000									
<b>Building</b>													
Roof insulation to chapel	7,000												
DDA requirements - upgrade entrance door	11,193					7,140					9,120		
New fire exit from Chapel	2,201												
Enhanced windows	1,590			6,620									
New upgraded roof to Cloisters				19,400									
Rooflight replacement	5,982												
New seating for chapel	2,982	630											
Internal Alterations	11,660							11,530					
Rainwater holding tank	6,000												
<b>Cremator works</b>													
Replacement parts	20,148	-189		22,030	20,410	34,280	38,990	33,500	35,180	36,940	38,790		
New replacement cremator												200,000	
<b>Electrical works</b>													
External & internal lighting - high efficiency replacement luminaries	8,000							10,720					
Emergency lighting					1,860					2,370			
Lightning protection - upgrade system	8,000												
<b>Mechanical works</b>													
Refurbish mains cold water supply	6,040												
Heating system (high efficiency emitters, pipework, insulation, controls)													
Cold water services - refurbish pipework system & upgrade insulation	3,150												
Cold water services - replacement of low flow outlets								8,040					
Hot water services - high efficiency heaters									3,100				
Hot water services - refurbish pipework system & upgrade insulation	3,150												
Hot water services - replacement of low flow outlets								5,090					
Enhance refrigeration systems for body store					4,630								
Upgrade local ventilation plant - heat recovery units				2,620			1,660						
Contingency	8,000												
<b>Annual totals</b>	<b>158,559</b>	<b>831</b>		<b>93,420</b>	<b>29,930</b>	<b>76,060</b>	<b>43,990</b>	<b>68,880</b>	<b>44,780</b>	<b>39,310</b>	<b>51,968</b>	<b>200,000</b>	
Add Consultants costs (5%)	7,528	42		4,671	1,497	3,803	2,200	3,444	2,239	1,966	2,598	10,000	
Add VAT (17.5%)	29,065	153		17,166	5,500	13,976	8,083	12,657	8,228	7,223	9,549	36,750	
<b>Gross annual totals</b>	<b>195,152</b>	<b>1,026</b>		<b>115,257</b>	<b>36,926</b>	<b>93,839</b>	<b>54,273</b>	<b>84,981</b>	<b>55,247</b>	<b>48,499</b>	<b>64,116</b>	<b>246,750</b>	
<b>Division of Funding</b>													
South Somerset District Council	173,685	913		102,579	32,864	83,517	48,303	75,633	49,170	43,164	57,063	219,608	
Yeovil Without Parish Council	21,467	113		12,678	4,062	10,322	5,970	9,348	6,077	5,335	7,053	27,143	
	195,152	1,026		115,257	36,926	93,839	54,273	84,981	55,247	48,499	64,116	246,750	



<b>Cemetery Ten Year Plan</b>	<b>YB002</b>											<b>Apr-08</b>
<b>Project</b>	<b>Replacement Year</b>			<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	
	<b>Year 2</b>	<b>Spend to</b>	<b>Committed</b>									
	<b>2008/09</b>	<b>30/09/2008</b>	<b>2008/09</b>									
<b>External</b>												
Resurface entrance bellmouth	5,040											
Resurfacing of footpaths/slabs	2,350										58,590	
Repairs to boundary walls				2,600	2,720		3,000		3,310		3,650	
Repairs to existing corrugated retaining structure												
Cemetery Security & Fencing												
<b>Lodge</b>												
Reslate roof, timber repairs	7,250	90										
DDA requirements	6,300											
<b>Chapels</b>												
Repairs to stonework	843			2,600		2,860		3,150		3,480		
Renew gutters	3,150							4,020			4,660	
Reslate roofs						21,880					27,930	
Repair plaster to storage chapel	2,500											
Redecorate main chapel				11,030				13,400				
<b>Mess building</b>												
Reroof				4,410								
<b>Garages</b>												
Replacement garages				14,610	15,340							
Dumper Truck												
Contingency												
<b>Annual totals</b>	<b>27,433</b>	<b>90</b>	<b>0</b>	<b>35,250</b>	<b>18,060</b>	<b>24,740</b>	<b>3,000</b>	<b>20,570</b>	<b>3,310</b>	<b>3,480</b>	<b>94,830</b>	
Add Consultants costs (2.5%)	686	2	0	881	452	619	75	514	83	87	2,371	
Add VAT (17.5% on unrecoverable element max of 3%)	148	0	0	190	97	133	16	111	18	19	510	
<b>Gross annual totals</b>	<b>28,266</b>	<b>93</b>	<b>0</b>	<b>36,321</b>	<b>18,609</b>	<b>25,492</b>	<b>3,091</b>	<b>21,195</b>	<b>3,411</b>	<b>3,586</b>	<b>97,711</b>	
<b>Total for Year 0 to Year 10 incl Consultant costs and VAT</b>											<b>£237,774</b>	

## Actuals

Mgt Code	Nominal	Job Code	Per	Tran Date	Description	Financial Value	Tran Reference
YB002	A240	AB00	1	01-Apr-08	B003 Cemetery Lodge Re-roofing	-6400.00	
YB002	A240	AD00	2	01-May-08	M Curtis Roofing as quote Cemetery Lodge	6490.00	610967
						<b>90.00</b>	

## Commitments

Mgt Code	Nominal	Job Code	Per	Tran Date	Description	Financial Value	Code
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Supplier Name

Reference

## 9. **GREEN BURIALS**

At the last Committee meeting, it was agreed to proceed with the trial holes in the Poppy Field, at that time thought necessary by Integrale for proving the ground for burial use.

The Environment Agency has now reviewed the situation and has advised that no further proving trials are required, and that the original desktop survey is now sufficient for them to give approval for the use of the area as burial ground.

The reason for this change is that trial holes would only be needed to establish that ground water was not going to occur at less than two metres below ground, but that the Environment Agency have been able to satisfy themselves from evidence of other site investigations carried out by Integrale in the vicinity that this is unlikely to be the case.

The conclusion to be drawn from this is that the ground is suitable for green and conventional burials and for the burial of cremated remains, subject to no ground water being found at less than two metre depth while excavating.

Given the limited availability of space at the existing Cemetery for future interments and the increasing interest in green burials, this represents a significant breakthrough in the future provision of interment facilities in the Yeovil area.

The Committee is **RECOMMENDED** to note this important development, and to await a further report setting out options for the future use of this area for the provision of additional interment facilities.

*(Ian Johns, Property Management Team Leader – 01935 462579)*

10. **YEOVIL IN BLOOM**

I am pleased to inform members that Yeovil Crematorium won a Gold Medal in the Community section of this year's Yeovil in Bloom competition.

The certificate awarded is on display in the Waiting Room at the Crematorium. I would like to thank the Chairman for finding the time to be present at the presentation ceremony.

*(Tom Pullin, Operations Manager - 01935 476718)*